



**ARIZONA DEPARTMENT OF ECONOMIC SECURITY**

1789 W. Jefferson • P.O. Box 6123 • Phoenix, AZ 85005

Janet Napolitano  
Governor

William Bell  
Acting Director

June 18, 2003

**WORKFORCE INFORMATION MEMO (WIM) #05-03**

**SUBJECT: Distribution of WIA Information Memos and Guidance Letters**

In an effort to streamline the process of distributing information to our Local Workforce Investment Areas (LWIAs) the Workforce Development Administration (WDA) will provide all future WIA Information Memos and Guidance Letters via attachments to emails to those people currently on our Information Memo Mailing List.

In addition:

1. Anyone can access WIA Information Memos and Guidance Letters from 2002 and 2003 on the WDA website, <http://www.de.state.az.us/wia>.
- WIA Information Memos and Guidance Letters for *prior* years are only available in hard copy from WDA.
2. Only *some* of the WIA Information Memos and Guidance Letters for 2003 have electronic attachments available.
- Attachments for WIA Information Memos and Guidance Letters for 2002 are only available in *hard copy* from WDA.
3. When we are unable to provide an electronic attachment to a new WIA Information Memo or Guidance Letter because the attachment is only available in hard copy, we will send an email notice that the WIA Information Memo or Guidance Letter is being mailed to the LWIA.

If you have questions, please contact Ms. Pat Gregan, Planning and Program Development Manager, at (602) 542-2490.

Sincerely,

A handwritten signature in black ink, appearing to read "DRE" or similar, with a stylized flourish.

David R. Ellis  
Program Administrator (Interim)  
Workforce Development Administration

DRE:MAD:gg